



Terry McAuliffe  
Governor

## COMMONWEALTH of VIRGINIA

Maurice Jones  
Secretary of Commerce & Trade

Department of Small Business and Supplier Diversity

Tracey G. Jeter  
Director

Date: June 25, 2015  
Subject: SWaM Task Committee Meeting Minutes  
Facilitator: Tracey Jeter, DSBSD Director  
Location: Virginia State Capital (1000 Bank Street Richmond, VA); Senate Room 3  
Time: 2:00pm – 4:00pm

Members In Attendance	
Edward Gibbs (Co-Chair)	Jeff Southard
Eddie McAndrew	Nicole Riley
Steve Vermillion	Julia Hammond
Sandra Gill	
Regrets	
Delegate Alfonso Lopez	Rodney Thomas
Scott Parsons	Jane Wright
Betty Jolly	Catherine Weaver
Cathy Williams (Co-Chair)	Chris Stone
Gwen Davis	Marvis Marshall
Sandra Norman	Scott Parsons

- Ed Gibbs (Co-Chair) opened the meeting by welcoming the committee and guests. Ed proceeded with reminding the committee of the importance of participating in the various committee meetings.
- The committee reviewed and approved the minutes from the meeting held on Thursday, June 11, 2015.
- The seven (7) Workgroup Sub-Committees were discussed. The committee decided to combine Workgroup 1 (*Review the definitions used by other states and their use of the Federal (SBA) standards*) and Workgroup 4 (*Review the Impact of Reciprocity for other States and Small Businesses entering Virginia to do business in the Commonwealth.*). The committee also decided to combine Workgroup 3 (*Review the Virginia Public Procurement Act and identify which agencies must comply with the regulations*) and Workgroup 6 (*Research the Impact on local jurisdictions.*)
- The next SWaM Task Committee scheduled for July 9<sup>th</sup> will be designated for members to work, primarily, in their Sub-Committee Workgroups. The committee requested that The Honorable Secretary Maurice Jones address the impact the change of the SWaM definition on existing SWaM businesses, as well as those applying for SWaM Certification. After Secretary Jones addresses the group, the committee plans to split into their individual Sub-Committee Workgroups. The Committee requested that a staff person and/or Chair be assigned to each of the Sub-Committee Groups.
- Calvin Threatt, from the Virginia Department of Small Business and Supplier Diversity, provided an overview of the SWaM Certification process. Questions were received from the Task Committee members regarding the presentation.
- No comments provided from the public.
- Adjournment

*Next Meeting: July 9<sup>th</sup> from 10:00am to 12:00pm  
Capital Building, 1000 Bank Street, Richmond, VA 23219; Room: Senate Room 3*